

# *Council of Federal Executive Secretariats*

*Peter Lee, Chairman  
Department of the Treasury*

*Annette Vietti-Cook, Vice Chairwoman  
Nuclear Regulatory Commission*



## **Meeting Agenda**

- Date:** **May 6, 2014**
- Host:** **National Institutes of Health  
Natcher Conference Center – Building 45  
Room F1/F2**
- 9:00 a.m. *Meet and Greet*
- 9:10 a.m. *Welcome and Introductions*  
Peter Lee, Council Chairman, Treasury
- 9:15 a.m. *Welcome and Overview of NIH Executive Secretariat*  
Ann Brewer, Director, Executive Secretariat, NIH
- 9:25 a.m. *Policy Discussion: The President's BRAIN Initiative (Brain Research  
Advancing Innovative Neurotechnologies)*  
Lyric Jorgenson, Ph.D., Policy Analyst  
Office of Science, Outreach, and Policy, NIH
- 10:00 a.m. *Break*
- 10:15 a.m. *Best Practice Discussion: Processing/handling electronic write-in campaigns  
and thank you letters*  
Tony Waterloo, Labor, with contribution by all
- 10:45 a.m. *White House Update*  
Philip Droege, Director, WH Office of Records Management  
Joe Durham, Director, WH Agency Liaison
- 11:00 a.m. *Committee Reports*  
Membership and Meetings – TBD  
Web – Tracy Catoe, Education  
Plain Writing – Terry Layton, Commerce  
Technology – Linda McCarty, IRS
- 11:15 a.m. *Open Forum*  
Annette Vietti-Cook, Council Vice Chairwoman, NRC
- 11:30 a.m. *Adjourn Meeting*